NCVPRN
Job Description
President Elect

Primary Function:
1. In the absence or disability of the President, the President Elect performs all the duties of the President, and has the powers of the President.
2. The President Elect becomes the President of the network at the conclusion of the fiscal year (January 1 to December 31)
3. The office of President Elect is the first year of a three-year term of office.

Responsibilities:
1. Assist President/Executive Board to maintain the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Meetings and AACVPR Leadership Conference.
3. Provides input to the preparation of the meeting agenda.
4. Supports the President and Board by actively participating in all decision-making issues concerning NCVPRN.
5. In July, sits on the Nominating Committee and solicits nominations from the membership in writing* per group email and/or mailing to all current members. Updated list from membership chairperson/chairpersons is required prior to submitting these forms.
6. In August, prepares the budget with the assistance of the Executive Board.
7. In August, The Nominating Committee will select candidates for each office. All nominees will return the signed agreement* to accept the nomination. Ballots* along with professional vitae will be sent email and/or mailed to all members. Members may request an absentee ballot if unable to attend the Fall Conference and the ballot will be returned to the Nomination Committee. On site voting will take place at the Fall Conference. At least two of the three nominating committee members will count votes. Election results will be announced at the Fall Conference.
8. Compensation: The person who fulfills the obligations of this office will receive Fall Conference registration paid by NCVPRN. Mileage to Fall Conference and mandatory meetings will be paid. Also, registration to the annual AACVPR Leadership Training and AACVPR Conference, the air travel and transportation fee, hotel and meals are reimbursed at acceptable standards (GSA per diem rates) while in attendance of the AACVPR Leadership Training and AACVPR Conference.

Qualifications:
1. A. Must be an active member of AACVPR/NCVPRN joint affiliate
   B. Must have served on a committee and/or been an officer on the Executive Board of NCVPRN

*Denotes attachment (Office description changes depending on office for election).
PROFESSIONAL VITAE

NAME: ____________________________________________

PROFESSION: ______________________________________

BUSINESS AFFILIATION: ____________________________

ORGANIZATION/HONORS/AWARDS/PUBLICATIONS:

BRIEF SUMMARY OF CARDIOPULMONARY PROFESSIONAL
BACKGROUND:

THOUGHTS FOR THE FUTURE OF THE NETWORK:

I agree to run for the office of _________________ for the year
________________ of the NCVPRN.

I attest to the fact that I am an active member in the NCVPRN. I have not been
convicted of a felony, fraud, embezzlement, or theft.

Signature: _________________________________________
NCVPRN BOARD NOMINATIONS

The NCVPRN is asking its members to carefully consider who would be the best candidate to run in our next election for President Elect, Treasurer and Secretary. A brief job description is listed below with a space for you to write your nomination.

**President Elect:** Supports the NCVPRN board and actively participates in decision-making issues concerning the NCVPRN.

**Responsibilities:** Attend all Executive Board and General meetings, prepares the budget for the year, and is a member of the Nomination and Audit Committees and delivers the final report from the Audit Committee.

**Qualifications:** NCVPRN member and served on a committee of the NCVPRN in the last three years. This is a three year commitment.

Nomination: ____________________________________________

**Treasurer:** Functions as the chief financial officer for the NCVPRN.

**Functions:** Receive and safely keep all funds and deposit them in such bank as designated by Executive Board. Ensures legal and regulatory compliance. Reports to and acts as an advisor to the NCVPRN Executive Board. This office is a two year commitment.

**Qualifications:** Active member of the NCVPRN organization.

Nomination: ____________________________________________

**Secretary:** Functions as the chief recording officer for the NCVPRN.

**Functions:** Keeps and maintains official records and minutes of all the meetings of the members and the Executive Board. Submits these for approval to the appropriate body; then places them onto the web site. This office is a two year commitment.

**Qualifications:** Active member of the NCVPRN organization.

Nomination: ____________________________________________

Please return this form by _____________________ to: (Place return information here)
NCVPRN
Job Description

President

Primary Function:
1. Serves as Chief executive officer of the NCVPRN and chairperson of the Executive Board.
2. Fills vacancies on committees and is an ex-officio member of all committees except the Nominating committee.
3. Has general authority to supervise, direct and control the business and affairs of the NCVPRN.
4. Presides at all meetings of the members and shall have such other powers and duties as will be prescribed by the Executive Board.
5. The office of President is the second year of a three year term of office.

Responsibilities:
1. With the Executive Board, maintains the functioning of operations consistent with the NCVPRN bylaws.
2. Attends and participates in all Executive Board and General Membership meetings.
3. Prepares the meeting agenda.
4. Submits President’s letter for the website.
5. Prepares the strategic plan for the next year.
6. Compensation: The person who fulfills the obligations of this office will receive Fall registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid. Dues to AACVPR are paid during the year the President is in office. Also, registration to the annual AACVPR conference, the air travel and transportation fee, hotel and meals are reimbursed at acceptable standards (GSA per diem rates) while in attendance of the AACVPR conference.
7. August Sends out Request for Nominations to the general membership for the member awards to be presented at Fall conference.
8. Appoints the auditing committee after December31.
9. Maintains and files the proper documents to continue our incorporation status.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate.
2. Must have served as President Elect for immediate past term.
NCVPRN
Job Description

Immediate Past – President

Primary Function:
1. Parliamentarian – The current edition of Robert’s Rules of Order shall be the reference to govern all NCVPRN proceedings
2. Assists the President in formulating goals of the organization.
3. Serves as chair of the Nominating committee.
4. The office of Past President is the third year of a three-year term of office.

Responsibilities:
1. Assists President and Executive Board to maintain the functioning and operations consistent with NCVPRN bylaws.
2. Nominating committee – serves with current President-Elect and one Past-President who is appointed by the current President. Use the following time table. In July and at the Fall conference; assists with the Nominating committee duties as appointed.
3. Attends and participates in all Executive Board and General Membership meetings.
4. Receives committee reports from all committee chairs each month and delivers the reports to the Executive Board when chairs are not in attendance.
5. Compensation: The person who fulfills the obligations of this office will receive Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate.
2. Must have served as president for the immediate past term.
NCVPRN
Job Description

Secretary

Primary Function:
1. Keeps and maintains official records and minutes of all meetings of members and the Executive Board.
2. Submits the minutes for correction and approval to the appropriate body.
3. The office of Secretary is a two year term of office.

Responsibilities:
1. Records minutes of all Executive Board and General Meetings in a specified format.
2. Submits minutes of previous meeting for approval at each meeting. Minutes will be posted on the website once they are approved.
3. Maintains a record of those members attending the meetings.
4. Makes the minutes and records available to members upon request and/or submits for display on the website. These minutes include the monthly committee reports.
5. Keeps all committee reports on file.
6. Attends and participates in all Executive Board and General Membership meetings.
7. Compensation: The person who fulfills the obligations of this office will receive Fall conference registration paid by the NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate.
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Treasurer

Primary Function:
1. Serves as the Chief Financial Officer.
2. Ensures legal and regulatory Compliance.
3. Reports to and acts as an advisor to the NCVPRN Executive Board.
4. The office of the Treasurer is a two year term.

Responsibilities:
Cash Management
1. Safeguard organization funds.
2. Manage banking relationships.
3. Deposits cash receipts into bank accounts designated by the Executive Board.
4. Disburses funds of approved invoices and reimbursements in compliance with policies/procedures approved by the Executive Board. Makes sure an accurate record or disbursement sheet accompanies all expenses paid out.
5. Maintains books/record of all income/expenses to allow a fiscal year-end cash audit.
6. Balances all cash accounts (books to bank statements) at least monthly.
7. Gives receipts and releases in the NCVPRN name for receipts of payment.
8. Ensures compliance of all NCVPRN policies and procedures. This includes having expenses equal to or more than $750.00 being approved by a second member of the board.
9. All expense reimbursements to the treasurer must be approved by an officer, and signed by someone other than the treasurer.
10. A signed W-9 must be obtained from all recipients prior to issuance of payment for all corporate and non-corporate entities in the amount of $600 or more.
11. Revenue reconciliation needs to be done for all conference attendees.
12. Check the IRS website January 1st and July 1st for the current mileage reimbursement rate and notify the executive board.
13. Compensation: The person who fulfills the obligation of this office will receive Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.
14. Files the appropriate paper work to make sure our Director and Officers’s Insurance remains current; this job usually done in February.
15. Secures refund of part of the premium from AACVPR as is part of our Affiliate agreement.

Finance:
1. Responsible for IRS, State, and other regulatory compliance to maintain non-profit status.
2. Collaborates with the President Elect and Executive Board to initiate the budget process between February 1 and April 1.
3. Close out the organizations books within thirty (30) days of the end of their term.
4. Books and records are to be turned over to the new treasurer by the month following close of the fiscal year.
5. Assist in the transition of treasurer duties and responsibilities to the subsequent treasurer.
6. Acts as a resource person for the general membership.
7. Collaborates with the President and Executive Board to form an audit committee annually at the end of the fiscal year.
8. Will make recommendations to the Executive Board for outside consulting assistance as required.

Reporting:
1. Prepares and presents a Treasurer’s Report at each Executive Board and General Membership meetings. The report will summarize income and expenses in total and by category, available cash, and actual to budget comparisons (to include income and expenses on major NCVPRN initiatives).
2. Prepares and timely files all necessary IRS returns upon approval of the Executive Board; or as required, facilitates the reporting process if an outside consultant is utilized.

Qualifications:
1. Active member of the AACVPR/NCVPRN joint affiliate.
2. Has not been convicted of a felony, fraud, embezzlement, or theft and is able to be bonded.
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Development/Marketing Committee Chair

Primary Function:
1. Coordinate the promotions and communications within and outside the organization.
2. Development of projects to generate funds for the NCVPRN.
3. Promote and organize public relations activities and promote national Cardiac and Pulmonary Rehabilitation weeks.
4. Provides photos and memorabilia of the NCVPRN’s meetings and events to be placed on NCVPRN website, assisting with website updates.

Responsibilities:
1. Studies NCVPRN fundraising potential, both existing and new, and makes recommendations to the Executive Board.
2. Develops and recommends additional outside sources of revenue for the NCVPRN.
3. In October, obtains information on National Cardiac and Pulmonary Rehabilitation weeks from the national AACVPR office. Place information on the web page and send reminders to members to promote said weeks. Encourage sites to email or send any special events held at their sites which can be shared on the web page.
4. In December or January, place on web page information regarding the Proclamation signing to be held in February.
5. In February, attend the Proclamation signing.
6. Prepares the display boards, NCVPRN and AACVPR, for the Fall meeting.
7. Provides web page with updates as needed.
8. Submits a monthly committee report to the Executive Board.
9. Attend and participates in all NCVPRN meetings as appropriate.
10. Provides a plan to achieve strategic goals.
11. Chair person shall receive Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate
2. Previous fundraising experience on how to write and propose a fundraising project preferred.
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Health Policy & Reimbursement Committee Chair/MAC

Primary Function:
1. Responsible for tracking and keeping the membership updated on reimbursement issues.
2. Act as a resource for questions from the membership regarding reimbursement issues.
3. This committee will be a dual arm committee. The Health Policy arm will focus on Medicare/Medicaid issues and the Reimbursement arm will focus on managed care and private payer issues. There shall be representation from this committee to attend the “Day on the Hill” in Washington, D.C. or any other campaign where meeting with our governmental representatives is important to lobby our concerns and/or bills.
4. At least two members reside on the J5 Mac committee
5. This Committee consists of three members: a chair, one AACVPR member with cardiac expertise and one AACVPR member with pulmonary expertise.

Responsibilities:
1. The two members serving on the J5 Mac committee will participate on any teleconferences provided.
2. Bi-monthly committee reports will be sent to Past President
3. Research and respond to reimbursement inquiries.
4. Inform the membership of health policy and reimbursement updates.
5. Communicate with the AACVPR state legislative (health policy) and reimbursement concerns.
6. To educate members on ways to maximize reimbursement.
7. To distribute marketing tools for cardiac and pulmonary rehabilitation.
8. To educate members on health policy and reimbursement terminology to assist in approaching managed care systems.
9. Attends and participates in all NCVPRN meetings as appropriate.
10. Provide a plan to achieve strategic goals.
11. Chair person shall receive Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.
12. When deemed appropriate by the Executive Board, one or two members from this committee will be permitted to attend the Day on the Hill in Washington, DC. Expenses for this trip will be reimbursed at acceptable standards (GSA per diem rates) for hotel, transportation, and food.
13. A report from the Day on the Hill will be submitted to the Executive Board at their next monthly meeting.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate.
2. Serve as health policy and reimbursement committee member and State representative.

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Job Description

Membership and Communication Committee Chair

Primary Function:
1. Tracking memberships as reported monthly by AACPVR.
2. Maintaining a current listing of Nebraska Cardiac and Pulmonary rehabilitation programs, along with descriptive program information.
3. Assist with Website updates to enhance communication with members

Responsibilities:
1. Together with other members of the Executive Board and with the membership in general, promotes the value of belonging to the organization in an effort to increase awareness of the contribution of Cardiovascular and Pulmonary Rehabilitation to patient care while increasing membership rolls.
2. Send welcome letters to all new members, as indicated by the current membership list obtained from AACVPR.
3. At the direction of the Executive Board or General Membership makes recruiting efforts promoting the value of Cardiovascular and Pulmonary Rehabilitation in general along with membership in the organization.
4. Submits a committee report to the Executive Board monthly.
5. Attend and participates in all NCVPRN meetings as appropriate.
6. Maintains current listing of Nebraska rehabilitation programs and updates contact information of each yearly.
7. Provides a plan to achieve strategic goals.
8. Chair person shall receive Fall conference registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate.
2. Organization skills important. Computer skills helpful.
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Job Description

Program Committee Chair

Primary Function:
1. Prepare and arrange the Fall conference to include educational programming, evaluations and continuing education units.

Responsibilities:
1. The program committee, in conjunction with the Executive Board, is responsible for requesting and compiling suggestions from the membership for the Fall meeting. This can be done through evaluations from prior meetings. To accomplish the tasks listed in the “primary function”, the committee may choose to divide into subcommittees.
2. Utilize the following timetable:
   January - April
   Begin working on Fall meeting preparation
   June/July
   Contact people that signed up to assist with program committee
   Choose speaker/topic/theme
   August/September
   Post notice on web page for Fall conference.
   Send Fall meeting brochure via email blast, program email listing, & mail.
   Apply for CEU’s.
   Finalize speakers.
   Contact possible vendors for grants/contributions.
   October
   Choose site and coordinator at the general meeting in Fall (membership to vote for site). Moved from April duties
   Collect evaluations at meeting
   Distribute CEU’s.
   November
   Report on Fall Meeting

3. Organizes educational offering to membership as directed by the Executive Board. May include but not limited to: AACVPR webinars, membership driven education session or any other opportunity as directed by the Executive Board.
4. Submits a committee report to the Executive Board monthly.
5. Attends and participates in all NCVPRN meetings as appropriate.
6. Provides a plan to achieve strategic goals.
7. Mileage, supplies and postage expenses incurred for the committee work may be submitted to the Executive Board. Payment for these expenses need to be pre-approved and will be at the discretion of the Executive Board as they deem necessary at the time of the request. Chair person shall receive Fall conference...
registration paid by NCVPRN. Mileage to Fall conference and mandatory meetings will be paid.

Qualifications:
1. Active member of AACVPR/NCVPRN joint affiliate
2. Organization skills important.

NCVPRN Job Descriptions updated 10/8/14, 7/14/2016, 10/2017

These Job Description were approved at the General Membership Meeting on October 12, 2017